

DD/S 63-1925

W
Bldg + 3-1
(General)
MAY 1963

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Monthly Report - Use of Auditorium

1. This memorandum is for information only.
2. Attached is a description of the use to which the Auditorium was put during the month of April 1963.
3. In summary, thirty-seven reservations were made of which two were cancelled. The total estimated hours in use was $65\frac{1}{2}$ and an estimated total number of people in attendance was 2,562.



JAMES A. GARRISON
Director of Logistics

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Attachment:
Auditorium Schedule

OL 3 2800

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AUDITORIUM SCHEDULE

MONTH: April 1963

FEB 1963

No.	DATE	TIME FROM - TO	REQUESTING OFFICE & CONTACTING OFFICER	No. OF PEOPLE	REQUIREMENTS, PA SYSTEM, PROJECTION, ETC.	REMARKS:
1.	1 April	0830 - 1130		3	16mm projector's	Training
2.	2 April	0930 - 1530		190		Blood program basement ent. audit.
3.	2 April	1200 - 1300		45 ✓		CIA Choral Group
4.	3 April	1130 - 1200 1215 - 1245		403 ✓		Religious service
5.	3 April	1030 - 1100		1		Organ practice
6.	4 April	0830 - 1130		2	16mm projector's	Training
7.	4 April	1200 - 1300		43 ✓		CIA Choral Group
8.	5 April	0900 - 1030		75 ✓	PA System	
9.	5 April	1300 - 1500		200 ✓	PA Sytem	
10.	5 April	1530 - 1630		380 ✓	PA System	
11.	6 April	0900 - 1200		1		Organ Practice
12.	8 April	0830 - 1130		2	16mm projector's	Training
13.	8 April	1730 - 2030				Organ Practice

AUDITORIUM SCHEDULE

MONTH: April 1963

No.	DATE	TIME FROM - TO	REQUESTING OFFICE & CONTACTING OFFICER	No. OF PEOPLE	REQUIREMENTS, PA SYSTEM, PROJECTION, ETC.	REMARKS:
14.	9 April	1200 - 1300		45 ✓		CIA Choral Group
15.	10 April	1200 - 1300		45 ✓		CIA Choral Group
16.	10 April	1730 - 1900		1		Organ practice
17.	11 April	0830 - 1130				Cancelled
18.	11 April	1200 - 1230		250 ✓		Religious Service
19.	12 April	0800 - 0830		1		Organ Practice
20.	12 April	1130 - 1200 1215 - 1245		317 ✓		Religious Service
21.	15 April	0830 - 1130				Cancelled
22.	16 April	1200 - 1300		45 ✓		CIA Choral Group
23.	16 April	1500 - 1600		2		Dry run for Nat. War College Meeting
24.	17 April	1200 - 1300		60 ✓	P. A. System Slide Projector	Garden Club
25.	18 April	0900 - 1630		170 ✓	P. A. System Slide Projector 16mm & 35mm Proj.	National War College
26.	22 April	1700 - 2000				Organ Practice

AUDITORIUM SCHEDULE

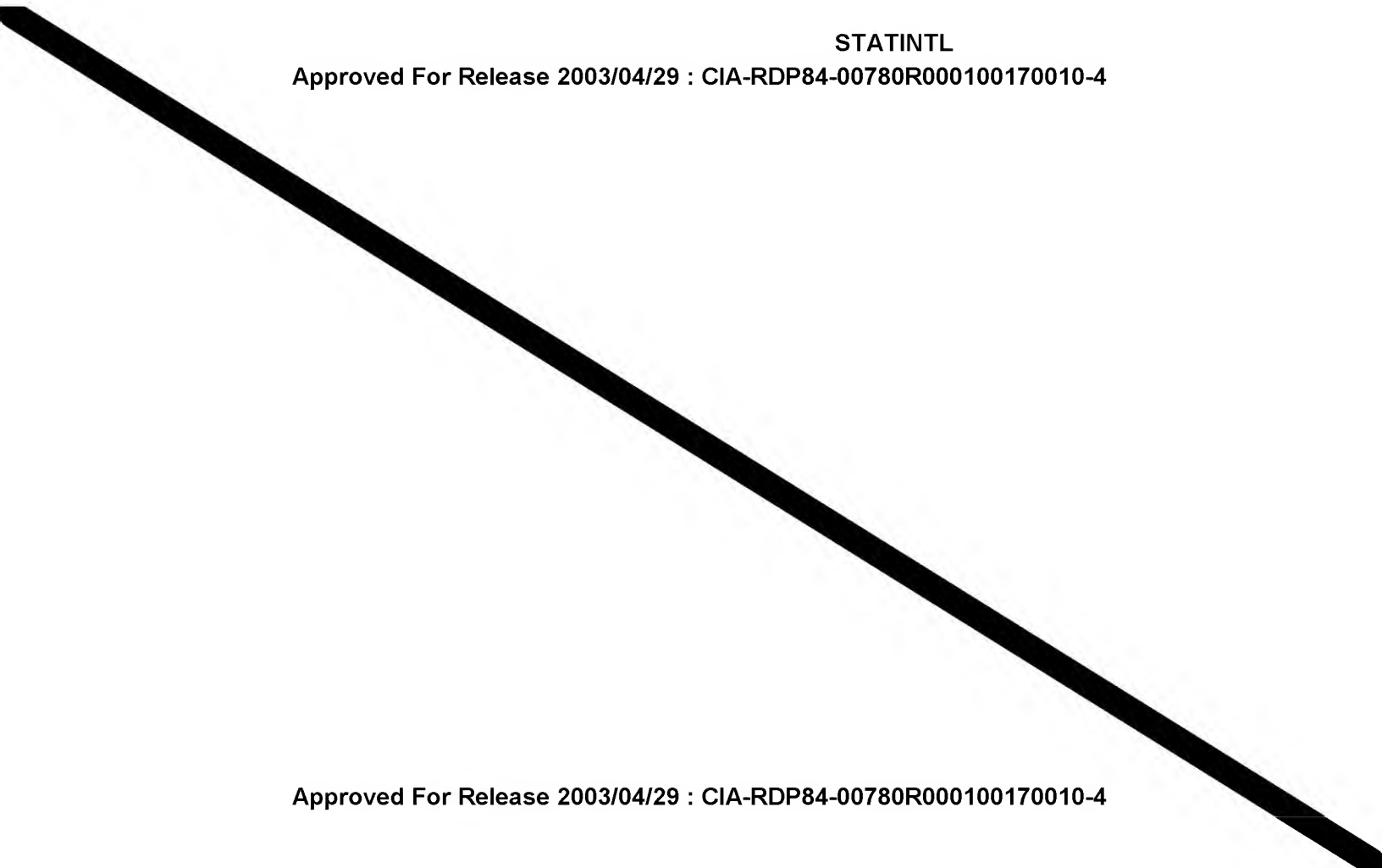
MONTH: April 1963

No.	DATE	TIME FROM - TO	REQUESTING OFFICE & CONTACTING OFFICER	No. OF PEOPLE	REQUIREMENTS, PA SYSTEM, PROJECTION, ETC.	REMARKS:
STATION 27	23 April	0830 - 1130		2		Training
28.	23 April	0800 - 0830		1		Organ Practice
29.	23 April	1200 - 1300		45	✓	CIA Choral Group
30.	25 April	0830 - 1130		2		Training
31.	25 April	1200 - 1300		44	✓	P. A. System CIA Choral Group
32.	25 April	1300 - 1400		2		P. A. System Slide Projector Dry run for 2000 year plan
33.	26 April	1200 - 1300		90	✓	P. A. System Slide Projector Year of 2000 plan
34.	26 April	1700 - 1800		1		Organ Practice
35.	29 April	0830 - 1130		2		Training
36.	29 April	1530 - 1730		45		CIA Choral Group
37.	30 April	1200 - 1300		45		CIA Choral Group
Total Estimated Hours Used: 65				People: 2,562		

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